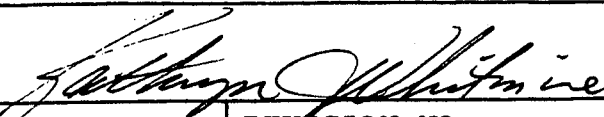


POLICY TITLE: Benefits: Floating Holidays			NUMBER 401.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page 1 of 2
ISSUE DATE: March 7, 1983	REVISION DATE: February 25, 1985	REVISION NO. 1	EFFECTIVE DATE: February 25, 1985

Policy Statement: It is the policy of the City of Houston that employees be granted one floating holiday each calendar year in accordance with the applicable City Council motion effecting such holiday.

Policy Basis: Applicable City Council Motion

Policy Amplification: At least thirty (30) days advance notice must be given unless otherwise determined by the Department/Division Director.

The Floating Holiday must be taken on a date mutually agreeable to the employee and the Department/Division Director so as not to disrupt the Department/Division's functional responsibilities.

Careful scheduling must be maintained to assure the smooth flow of City business.

The Floating Holiday is to be reported on the Weekly Absentee Report and entered as a Leave of Absence with Pay (Code 4).

A Floating Holiday not taken during the calendar year shall not accrue. Further, a floating holiday not taken due to circumstances within the employee's control (such as failure to follow proper scheduling procedure or other such oversight) shall be lost and no compensatory time, condition of overtime, nor pay in lieu of a holiday shall be created as a result or accommodation thereof.

Should an employee, however, be required to work and is called in on a day otherwise previously arranged and approved as a floating holiday, the employee on supervisory approval shall be given the option of properly re-scheduling the holiday or of receiving the applicable holiday pay rate for that time worked. (See Holiday policy) Should such a holiday rate be paid, the subject floating holiday shall be nullified and considered used, as the employee will have been properly compensated.

It shall be the responsibility of the Department/Division Director to establish internal procedures for managing and recording Floating Holidays.

Policy Compliance: All affected employees.

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Policy Exception: New employees hired on or before June 30th of any given year shall be eligible for the Floating Holiday for that year.

No employee hired on or after July 1st of any given year shall qualify for a Floating Holiday within that year.

Rehired employees shall be treated as new employees in determining floating holiday eligibility regardless of service date computation.